

FINAL MASTER DEVELOPMENT PLAN (FMDP) CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PMDP File Number:

The Final Master Development Plan (FMDP) checklist is designed to assist applicants with identifying the information that must be included on all FMDP applications. Initial submittals must include a completed Planning Commission Application Form, a completed FMDP checklist, and nine (9) folded copies of the FMDP documents by **4:30 PM** on the submittal deadline. If you are unsure of any item listed on this checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements. If a checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the checklist to indicate that the required information has been provided. If you have any additional questions, please contact the Planning Division staff member assigned to your application.

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| <ul style="list-style-type: none"> <input type="checkbox"/> Date of pre-application meeting with Staff – Date: _____ Staff Member: _____ <input type="checkbox"/> Agent letter, if application not signed by the property owner <input type="checkbox"/> Site Data Table listing: property owner name, property zoning, size, Tax Map and Parcel #, site address, yards, setbacks, existing and proposed use, and other bulk regulation information including proposed ground coverage, floor area, and building heights <input type="checkbox"/> Property boundary lines and dimensions, topography (5' contour intervals), location map. <input type="checkbox"/> Arrangement and size of buildings and the specific use of the property. <input type="checkbox"/> Information pertaining required bulk regulations including the size of the site, lot area, floor area ratio, lot width, building height(s), building setback lines, required front, side, and rear yards. <input type="checkbox"/> Areas intended for parking, unloading, drives, walkways, recreation, or other uses designed in accordance with Articles 11.00 and 13.00. <input type="checkbox"/> Detailed landscape plans including the location of major existing growth that is to be retained. The landscape plan shall include specific information pertaining to bufferyards, open space, and required landscaped areas as required by the preliminary master development plan and various sections of this ordinance. <input type="checkbox"/> Detailed locations and types of utilities and easements including storm drainage as well as specific details of all surfaced areas. <input type="checkbox"/> Time schedule for completion of the project. | <ul style="list-style-type: none"> <input type="checkbox"/> A statement regarding the proposed method of operating and maintaining the project. <input type="checkbox"/> Traffic study including estimates of traffic volumes and movements to and from the completed project from the boundary streets, and recommended improvements as required by the City Engineer in accordance with Section 13.06. <input type="checkbox"/> Details of the proposed traffic control and access management plan as required by Section 13.06. Plans shall also include details for street improvements, and grading and earth moving plans showing existing and proposed topography at 2-foot contour intervals. <input type="checkbox"/> Detailed architectural plans and elevations sufficient to indicate building, height, bulk, materials, and architectural design as required by Article 13.00, or if required by the City Planner. <input type="checkbox"/> Detailed signage plans and elevations sufficient to indicate the design of proposed signage, height, materials and overall amount of signage. <input type="checkbox"/> A statement of adequate surety, in the form of a performance bond as specified in Section 15.03.080, to ensure construction of the planned development within the proposed phasing/time schedule. <input type="checkbox"/> The final master development plan shall be sufficiently detailed to indicate fully the ultimate operation and appearance of the development. The FMDP shall follow all applicable procedures and requirements governing the subdivision of land, and no building permit shall be issued for the project until a final plat, if necessary, of the proposed development, or portion thereof, is approved, filed, and recorded. |
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Note: Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Planning Division by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.